

SECRET

12.5
DD/S&T 3417-68

6 SEP 1968

MEMORANDUM FOR: Director of Computer Services
Director of ELINT
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Research and Development
Director of Foreign Missile and Space
Analysis Center

SUBJECT: Creation of the CIA Records Management
Board

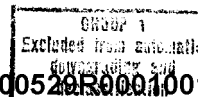
25X1A
25X1A
25X1A
1. The DD/S has been instructed by the Executive Director to establish a Records Management Board. Its purpose will be to stimulate and monitor the immediate and drastic reduction of the Agency's records holdings. It shall also study and propose solutions for the whole range of the Agency's paperwork management problems. [redacted] has been designated as the DD/S&T member on the Board. Maximum support and cooperation must be provided to [redacted] in his responsibilities associated with this Board.

2. The first order of business of the Board will be to effect the reduction in the volume of retired office records at the Agency's Records Center. To accomplish this purge, each Office Director should appoint a senior officer with authority to review records stored at the Center in order to dispose all unnecessary materials and to assist in adopting new procedures and technological improvements to reduce the records volume.

25X1A
3. In addition to the above, each Office should examine the time that is currently devoted by their Records Management Officers to records matters. It may be necessary to reassign responsibilities to benefit the records program or select a new Records Management Officer. Please provide the names of your Senior Officers, requested in paragraph 2 above, and Records Management Officers to [redacted]

DD/S&T
FILE COPY

SECRET



SECRET

SUBJECT: Creation of the CIA Records Management Board

25X1A 4. A progress report will be made to the Executive Director by 30 September. In order to meet this deadline, I should like a report from each Office of the initial actions taken and the plans being developed on this matter. Please submit your report to me through [] by 20 September.

Carl E. Duckett
Deputy Director
for
Science and Technology

Distribution:

- 1 - Each Addressee
- 2 - AS/DD/S&T
- ~~2~~ - DD/S&T Registry

O/DD/S&T [] mad/6 Sept 68

25X1A

SECRET

